

# Panasonic

Automatic Telephone  
Answering System

EASA-PHONE

MODEL NO. **KX-T1470BA**

## OPERATING INSTRUCTIONS



Please read before use.

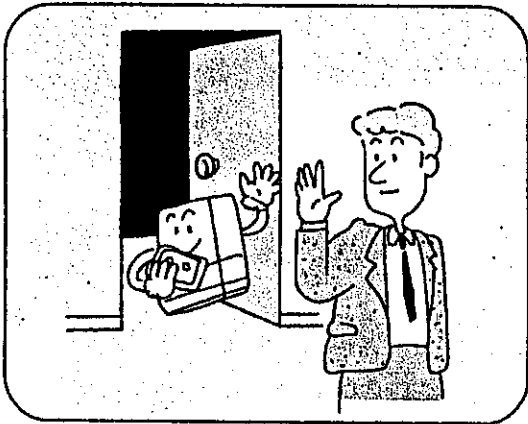
## AUTO-LOGIC

# Introduction

*Thank you for purchasing the Panasonic Telephone Answering System.*

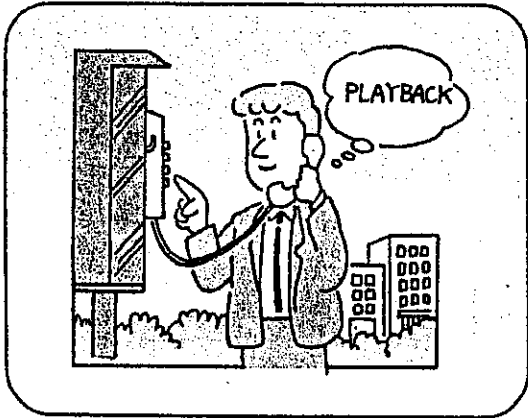
***This unit is capable of recording two greeting messages (2 OGMs).***

***You can use the unit to:***



- Answer calls and record messages with the Time/Day stamp when you cannot answer the telephone or do not want to be disturbed
- Monitor (screen) calls
- Record telephone conversations and message memo
- Leave the Priority Message

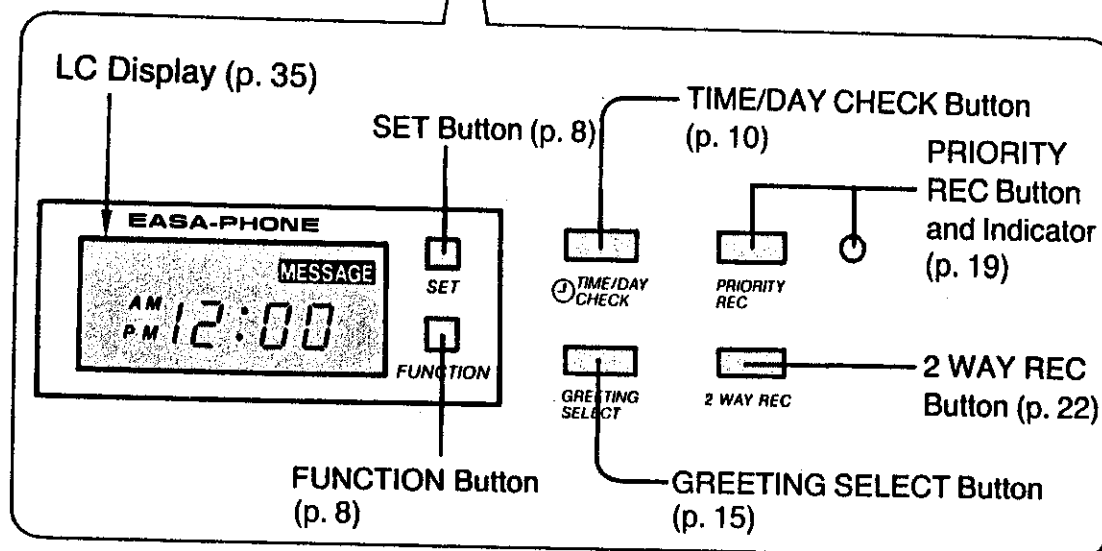
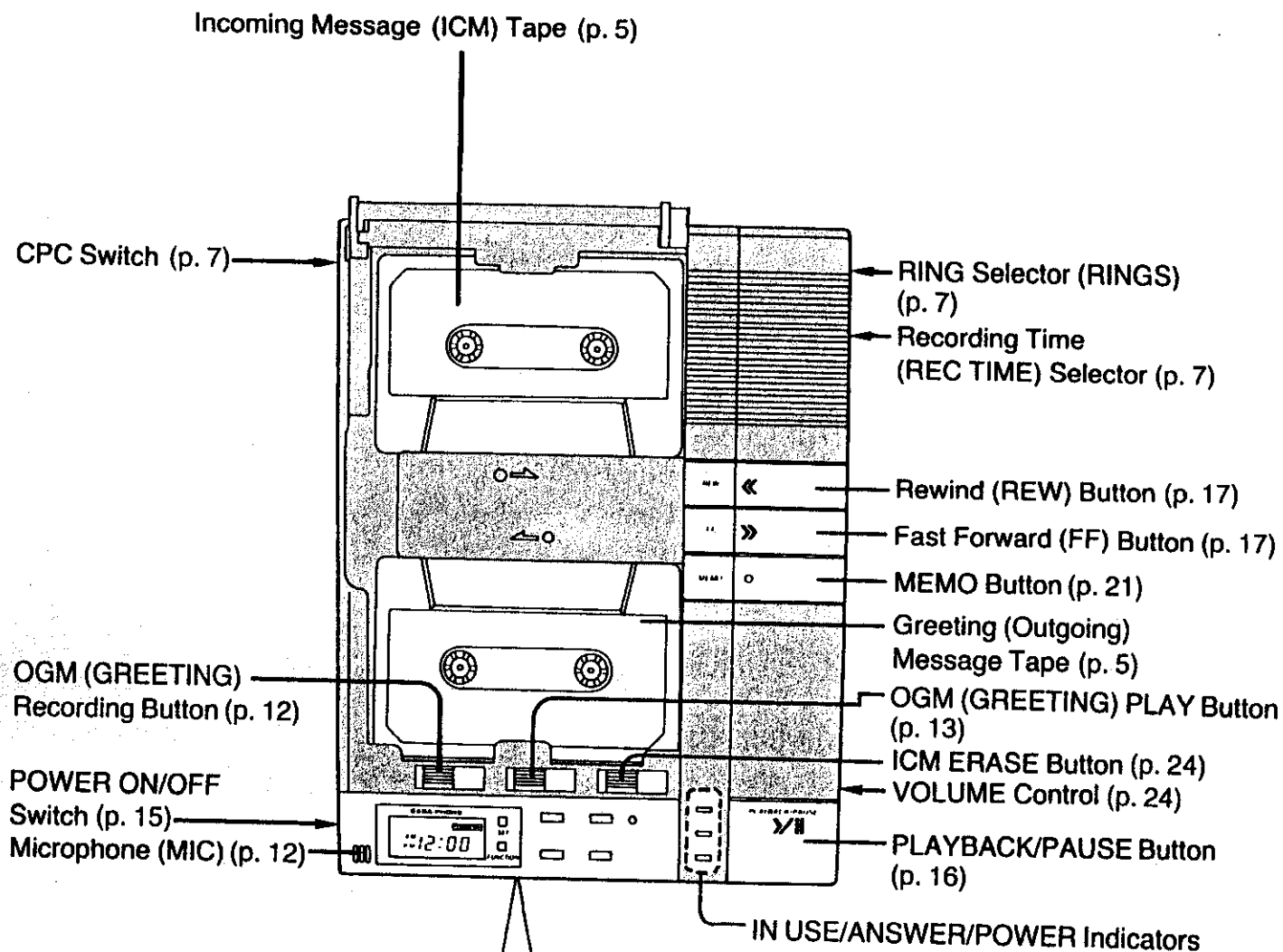
***By using the advanced remote-control features of your unit, you can also:***



- Call in from a touch tone telephone to listen to your messages
- Record new greeting messages even when you are away from your unit
- Leave messages when you are away from your unit

***Quick Reference Card for remote operation can be found on page 36.  
Detach the Card from the Operating Instructions and use it at your convenience.***

# Location of the Controls



# Table of Contents

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## Preparation

CASSETTE TAPE INSTALLATION .....	5
CONNECTION .....	6
INITIAL SETTINGS .....	7
TOLL SAVER .....	7
REMOTE CODE (ID CODE) SETTING .....	8
ADJUSTING TIME .....	9
CHECKING THE TIME AND DAY .....	10

## How to Record a Greeting Message (OGM)

SELECTING THE FIRST OR SECOND GREETING MESSAGE (OGM) .....	11
RECORDING A GREETING MESSAGE (OGM) .....	12
CHECKING THE GREETING MESSAGE (OGM) .....	13

## Setting Prior to Leaving

RECORDING THE CALLERS' MESSAGES .....	15
SELECTING THE FIRST OR SECOND GREETING MESSAGE (OGM) .....	15

## Listening to the Recorded Messages

VOICE TIME/DAY STAMP .....	16
LISTENING TO THE MESSAGES .....	16
WHILE LISTENING TO THE MESSAGES .....	17
RE-PLAYING BACK ALL THE MESSAGES .....	18
AFTER LISTENING TO THE MESSAGES .....	18

## Priority Message

RECORDING A PRIORITY MESSAGE .....	19
------------------------------------	----

## Other Features

RECORDING A MESSAGE MEMO .....	21
RECORDING A 2-WAY CONVERSATION (2 WAY RECORDING) .....	22
SAVING THE RECORDED MESSAGES .....	23
ERASING THE RECORDED MESSAGES .....	24
MONITORING THE INCOMING CALLS .....	24

## How to Operate from a Remote Phone

REMOTE SYNTHESIZED VOICE INSTRUCTION .....	25
GOING INTO THE VOICE MENU .....	25

# Table of Contents

---

## Direct Remote Operation

PLAYING BACK NEWLY-RECORDED MESSAGES (NEW MESSAGE PLAYBACK) .....	28
REWINDING/FAST FORWARDING THE TAPE WHILE LISTENING TO THE MESSAGES .....	29
RESETTING THE ICM TAPE FOR FUTURE MESSAGES .....	30
MONITORING ROOM SOUND .....	31
CHANGING THE GREETING MESSAGE .....	31
RE-RECORDING A GREETING MESSAGE .....	32
SKIPPING THE GREETING MESSAGE FOR ICM RECORDING .....	33
SETTING/CANCELING THE ANSWER MODE .....	33

Troubleshooting Guide .....	34
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Liquid Crystal Display .....	35
------------------------------	----

Announcements by the Unit .....	35
---------------------------------	----

Maintenance .....	36
-------------------	----

Cassette Tape .....	37
---------------------	----

Others .....	38
--------------	----

## Accessories

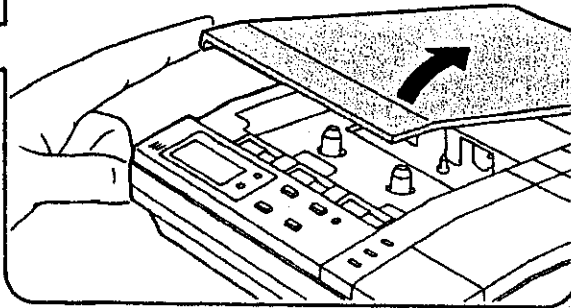
AC Adaptor .....	one
Telephone Line Cord .....	one
Greeting Message Tape .....	one
Incoming Message Tape .....	one

# Preparation

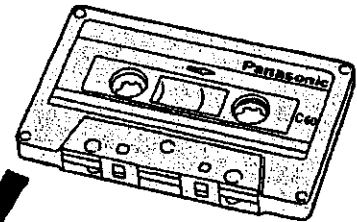
## CASSETTE TAPE INSTALLATION

1 Insert the cassette tapes.

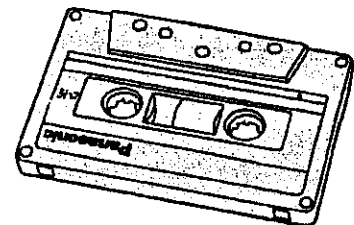
Open the cassette panel.



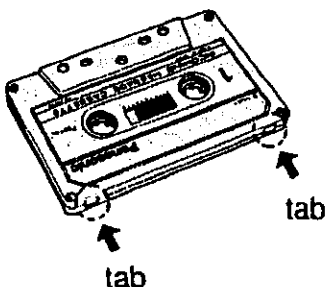
Cassette tape  
for ICM (C-60)



Cassette tape  
for greeting message  
(C-15)



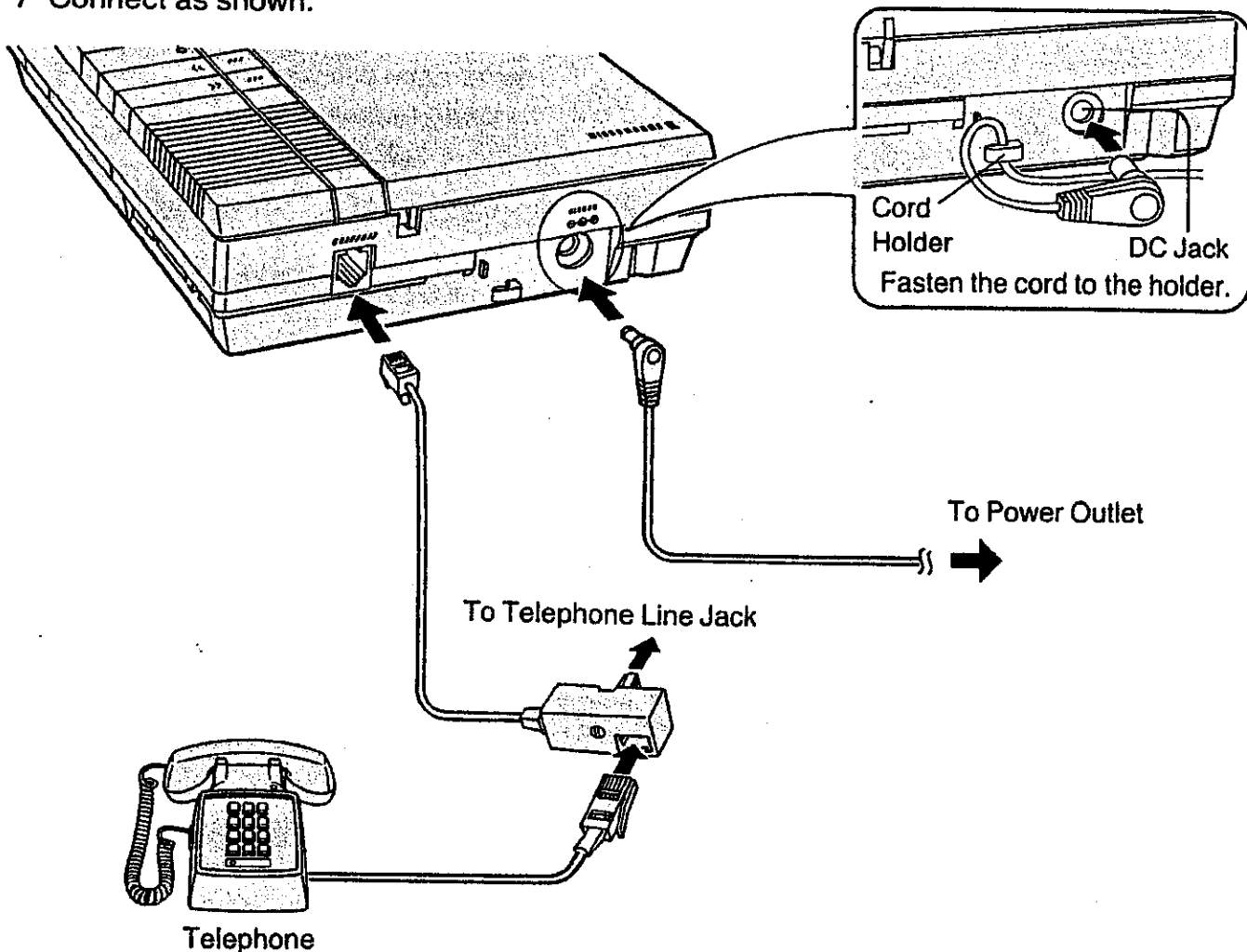
- After replacing the greeting message tape, press the OGM (GREETING) PLAY and the REW buttons to reset it.



The tape can be erased even if the record-prevention (knock-out) tabs have been removed.

## CONNECTION

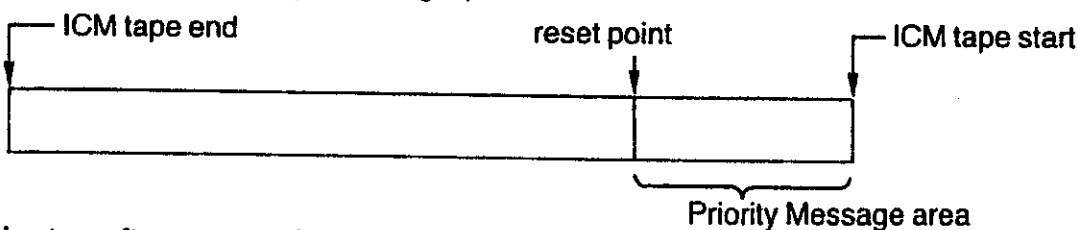
1 Connect as shown.



2 Press the **POWER ON/OFF** switch to turn the unit **ON**. (left side of unit)

- The unit will rewind the ICM tape. After 7 seconds, the unit will fast forward the Priority Message area on the ICM tape, then stop.

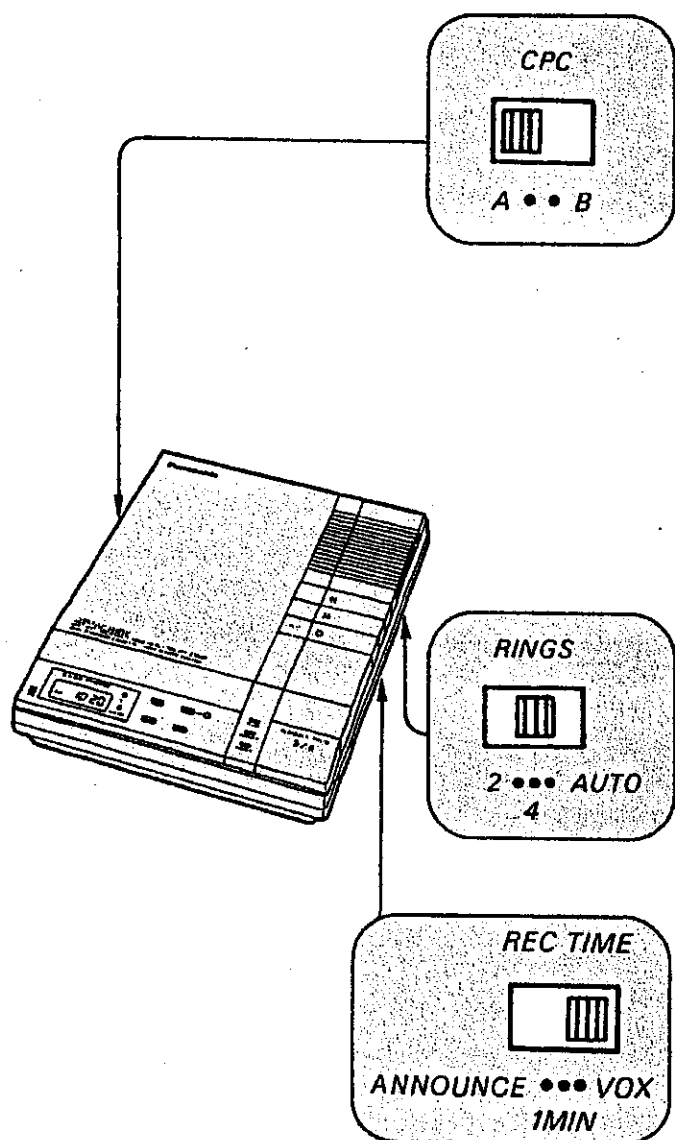
The unit will start to reset the greeting message tape after resetting the ICM tape.  
(See page 19 for Priority Message.)



- 3 minutes after connecting the AC adaptor, the unit will be turned on automatically and reset the ICM and greeting message tapes even when the **POWER ON/OFF** switch is not set to **ON**.

- For the best results, use the included telephone cord.
- If you cannot connect this unit to your telephone line, consult your dealer.
- Use only the included AC Adaptor. (KX-A07BA or KX-A11BA)

## INITIAL SETTINGS



### Calling Party Control (CPC) Setting

Set to "A". (no call waiting service line.)

If you have call waiting service or Incoming Messages are interrupted, set to B.

### Number of Rings

- 2 . . . . . The unit will answer a call on the second ring.
- 4 . . . . . The unit will answer a call on the fourth ring.
- AUTO . . See "TOLL SAVER".

### Recording Time Selector

- VOX . . . The unit will record for as long as the caller speaks.
- 1 MIN . . The unit will record up to 1 minute.
- ANNOUNCE . . .

The unit will play back the greeting message only and will not record any caller's messages. The LC Display will show **CALL**.

## TOLL SAVER

The TOLL SAVER feature lets you avoid a toll charge when you call your unit and no messages have been recorded.

### 1 Set the number of rings to **AUTO**.

- If the unit does not pick up on the third ring, hang up immediately. This means you have no messages and you have saved a toll charge.

### ■ The unit picks up **on the second ring**:

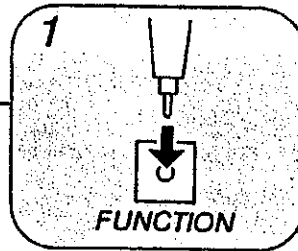
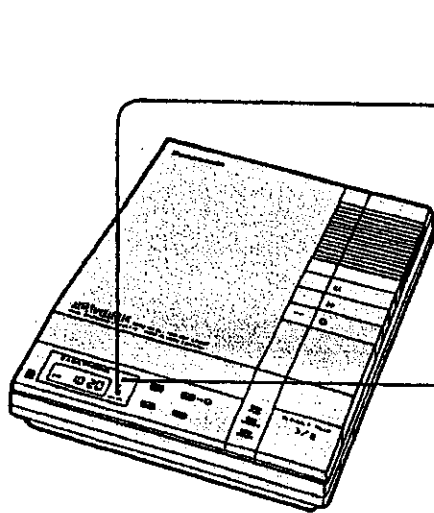
It means that at least one message has been recorded.

- After you have played back all the messages from a remote phone, **the unit will pick up the next call on the fourth ring**. If the unit picks up on the second ring, it means that at least one new message has been recorded.



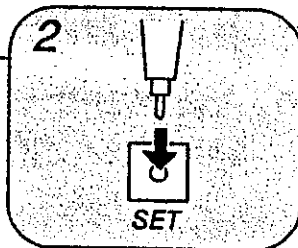
## REMOTE CODE (ID CODE) SETTING

You must set and remember your own Remote Code Number (ID code). Choose your Code Number among the digits 00~99, then start your Remote Code programming with a pointed object such as a ball point pen as follows.



Press **FUNCTION** to enter the programming mode.

- The LC Display will flash indicating "11".
- "Enter ID code." will be announced.



Hold down **SET** until your desired number is indicated on LC Display.

- The LC Display will count up the number;  
"11 → 12 → 13 ... 99 → 00 → 01 → 02 → ..."
- To adjust the time, you may go directly to step 2 of "ADJUSTING TIME" on page 9 if you wish.

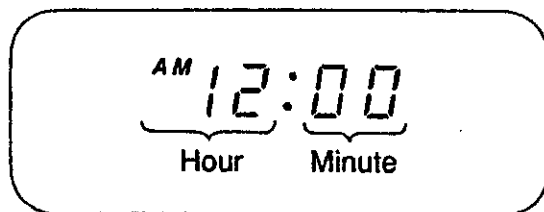
**3** When programming is finished, leave the unit as it is.

- After 30 seconds, the unit will end the programming mode automatically.

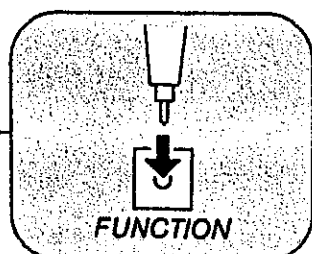
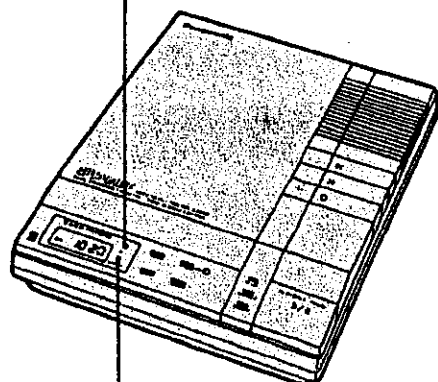
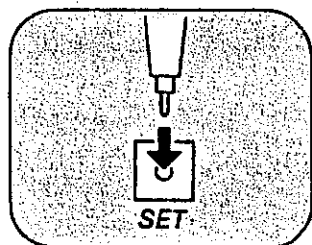
■ Your selected number (on the LC Display) will be stored into memory.

## ADJUSTING TIME

Press the FUNCTION and SET buttons with a pointed object such as a ball point pen.



*Selected mode flashes.*



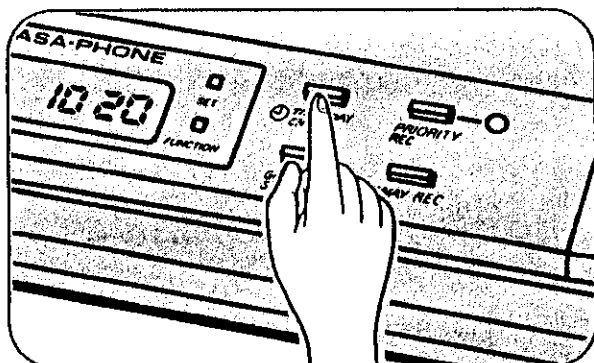
- 1 Press **FUNCTION** to enter the programming mode.
  - The LC Display will flash indicating the ID code.
  - “Enter ID code.” will be announced.
- 2 Press **FUNCTION**.
  - “Sunday” will be announced.
  - “.” will flash.
- 3 Press **SET** to adjust the Day.
  - Day will be announced.
- 4 Press **FUNCTION**.
  - Hour digits will flash.
- 5 Press **SET** to adjust the Hour.
- 6 Press **FUNCTION**.
  - Minute digits will flash.
- 7 Press **SET** to adjust the Minute.
- 8 Press **FUNCTION** to complete adjustment.
  - The unit will announce the day and time.

- When completing the adjustment, press the FUNCTION button according to the time signal to set the 0 second.

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## CHECKING THE TIME AND DAY

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Press TIME/DAY CHECK.

- The unit will announce the programmed Time and Day.
- The LC Display will show the present time.
- Turn up the volume if necessary. (VOLUME control is right side of unit.)

- If the unit does not announce the Time and Day, set Time and Day again.
- The programmed time can be stored up to about 3 hours during a power failure.
- The accuracy of the clock will be approximately  $\pm 45$  seconds a month at room temperature.

# How to Record a Greeting Message (OGM)

“OGM” is an abbreviation of “Outgoing Message” and it means “Greeting Message”.

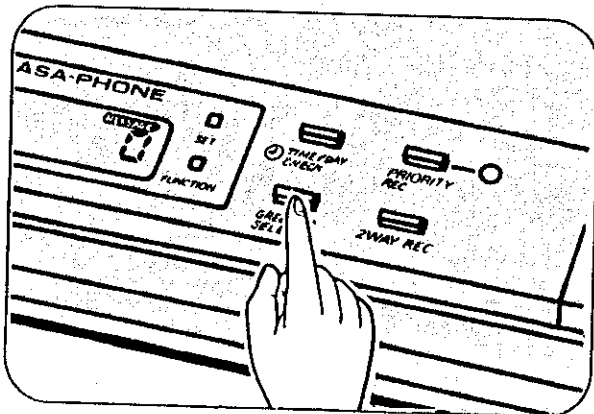
Before operating your unit, you must record a greeting message. The greeting message will inform the calling party of your absence and will ask to leave a message.

- You can record two greeting messages.
- Recording time for the **first greeting message** is limited to 30 seconds. So you may leave a short message.
- The **second greeting message** is an extended greeting message and its recording time may be any length up to the end of the tape. So you can leave any kind of message you like, for example, advertisement for your company.
- The LC Display shows the selected greeting message.

## SELECTING THE FIRST OR SECOND GREETING MESSAGE (OGM)

Which message is recorded or played depends on the selection of first or second greeting message.

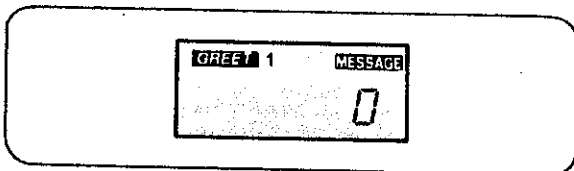
The greeting message will change alternately everytime you press the GREETING SELECT button.



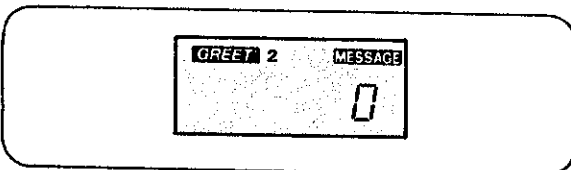
### 1 Press GREETING SELECT.

- The unit will announce the selected greeting message “First greeting” or “Second greeting”, and LC Display will show your selection.

- You can see which greeting message is selected from the LC Display.



- The first greeting message is selected.



- The second greeting message is selected.

- After selecting the first or second greeting message, proceed to “RECORDING A GREETING MESSAGE (OGM)” on page 12.

## RECORDING A GREETING MESSAGE (OGM)

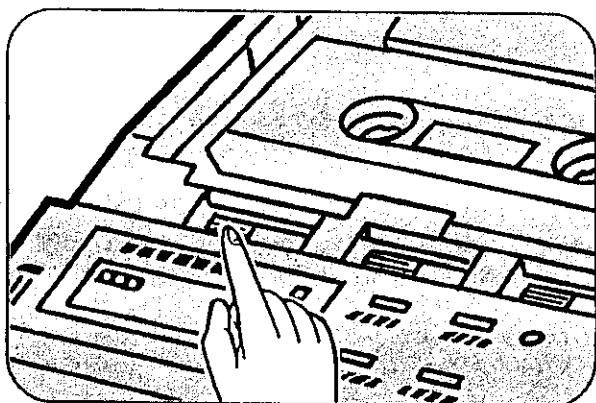
Be sure that your desired greeting message is indicated on LC Display. (Refer to "SELECTING THE FIRST OR SECOND GREETING MESSAGE (OGM)" on page 11.)

**First greeting message: Recording time is up to 30 seconds.**

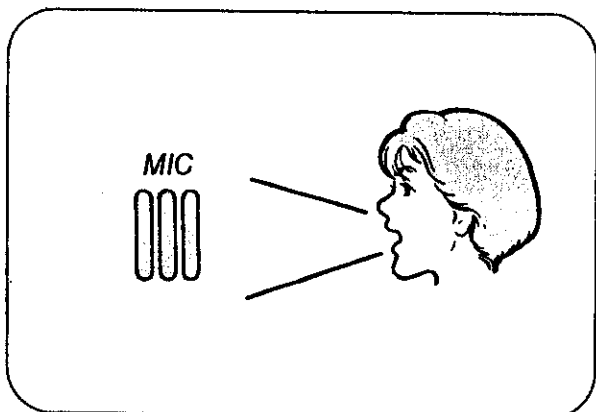
If you do not finish recording within 30 seconds, the unit will automatically stop recording.

**Second greeting message: Recording time may be any length up to the end of the tape.**

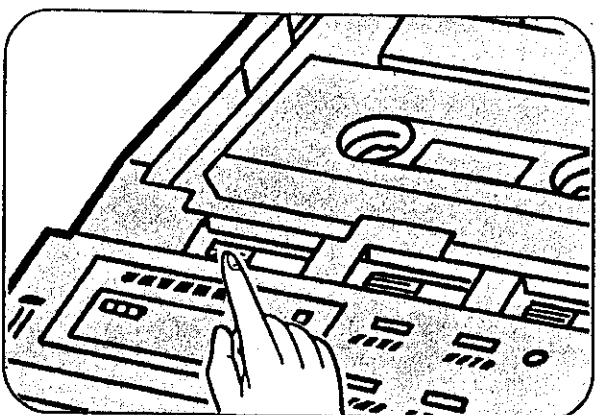
- If you pause for over 2 seconds while recording, you will hear series of warning tones (6 beeps) and the announcement of "Record your greeting again.", then the unit will rewind the tape. If this happens, start with step 1 again after the unit stops rewinding.



- 1 Press **OGM (GREETING) REC** until a long beep is heard, then release it.



- 2 Immediately after the long beep, speak **clearly and loudly** into the microphone (MIC), from **approximately 20 cm away**.
- The LC Display will count the seconds that you use recording your greeting message.



- 3 When you finish recording, press **OGM (GREETING) REC** again.
- The unit will rewind the tape to the beginning, and will be ready for recording incoming calls.

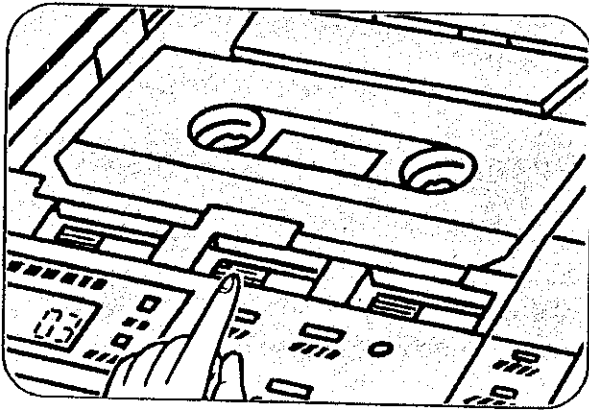
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## CHECKING THE GREETING MESSAGE (OGM)

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You can check your greeting message any time.

After selecting the first or second greeting message that you want to check.



1 Press **OGM (GREETING) PLAY**.

- The unit will play back the greeting message, then rewind the tape to the beginning.
- Use the **VOLUME** control on the right of your unit to regulate the volume during playback if necessary.
- To cancel the operation during playback, press the **OGM (GREETING) PLAY** button.

**NOTE:**

- The unit will automatically change to the Answer mode 7 seconds after completing the greeting message recording or playing back. At this time, the ANSWER indicator will light.

• **Answer mode:**

When a call is received, the unit will automatically answer and record Incoming Messages on the ICM tape.

## **SAMPLE GREETING MESSAGES (OGMS)**

1. "This is the Panasonic (your name or business) Sales Company. We are glad that you called but our office will open at 9 o'clock in the morning. If you leave a message, including your name and telephone number after the beep, we will return your call as soon as we can. Thank you."
2. "Hello, this is (your name, business and/or telephone No.).  
I am sorry I am not here to speak to you at the moment. Please leave a message after the beep. **You have up to 1 minute for recording.** Thank you."
3. "Hello, this is the Smith residence. Sorry to miss your call, but we can't come to the phone right now. If you call back tomorrow, we'll be happy to talk to you. Thanks."

### **NOTE:**

The unit may be set to record an unlimited incoming message in the "VOX" position, an incoming message limited to 1 minute "1 MIN" position or to announce only and not record any incoming messages "ANNOUNCE" position of the Recording Time Selector. The 3 sample greeting messages (OGMs) above correspond to these 3 conditions.

## **SAMPLE GREETING MESSAGES (OGMS)**

1. "This is the Panasonic (your name or business) Sales Company. We are glad that you called but our office will open at 9 o'clock in the morning. If you leave a message, including your name and telephone number after the beep, we will return your call as soon as we can. Thank you."
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I am sorry I am not here to speak to you at the moment. Please leave a message after the beep. **You have up to 1 minute for recording.** Thank you."
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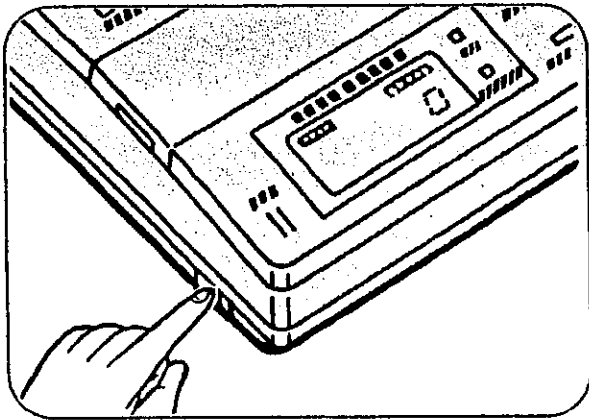


# Setting Prior to Leaving

## RECORDING THE CALLERS' MESSAGES

Confirm that the **POWER** indicator is lit. (The unit is turned on.)

If the unit is not turned on:



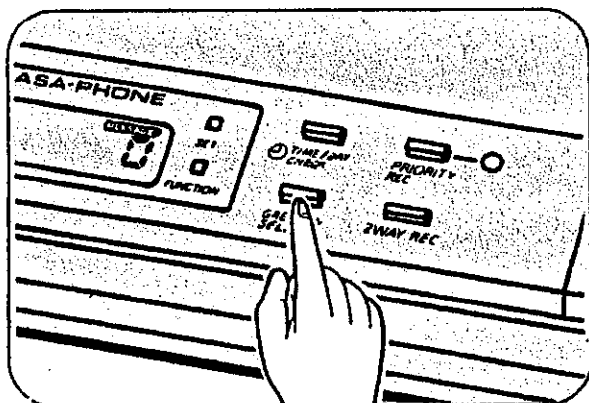
Press **POWER ON/OFF** to turn the unit on.

- After 7 seconds, Day and Time will be announced.
- The ANSWER indicator will light.
- The LC Display will show "0".

- When you want to inform your greeting message but do not want to record the callers' messages, set the **Recording Time selector** to "**ANNOUNCE**". (See page 7.)
- If you do not want the unit to answer the call, press the **POWER ON/OFF** switch to turn the unit **OFF**.

## SELECTING THE FIRST OR SECOND GREETING MESSAGE (OGM)

Which message is played is depended upon the selection of first or second greeting message.



Press **GREETING SELECT**.

- The unit will announce the selected greeting message "First greeting" or "Second greeting", and LC Display will show your selection.

# Listening to the Recorded Messages

- When an Incoming Message has been recorded, the LC Display will show the number of messages and the ANSWER indicator will flash.
- In case of power interruption, the LC Display will flash with indicating the wrong time after the power is restored. In this case, adjust the time again. (See page 9.)
- The greeting message will remain the same after the power is restored.

## **AUTO-LOGIC (One-Touch Operation):**

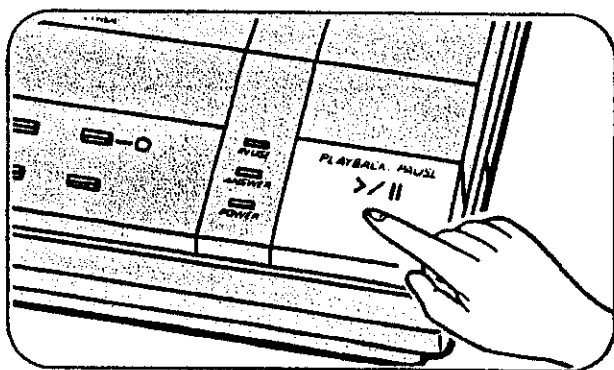
At the touch of the **PLAYBACK/PAUSE** button, the unit will automatically rewind and play back all the recorded messages. At the end of the last message, "End of final message." will be announced. After 7 seconds, the unit will be ready for recording incoming calls. All calls will be automatically saved.

## **VOICE TIME/DAY STAMP**

When the messages are received, a voice synthesized announcement of the time and day will be recorded on the ICM tape after the recorded message.

- If the Voice Time/Day Stamp is not recorded after the recorded messages, set time and day again. (See page 9.)

## **LISTENING TO THE MESSAGES**

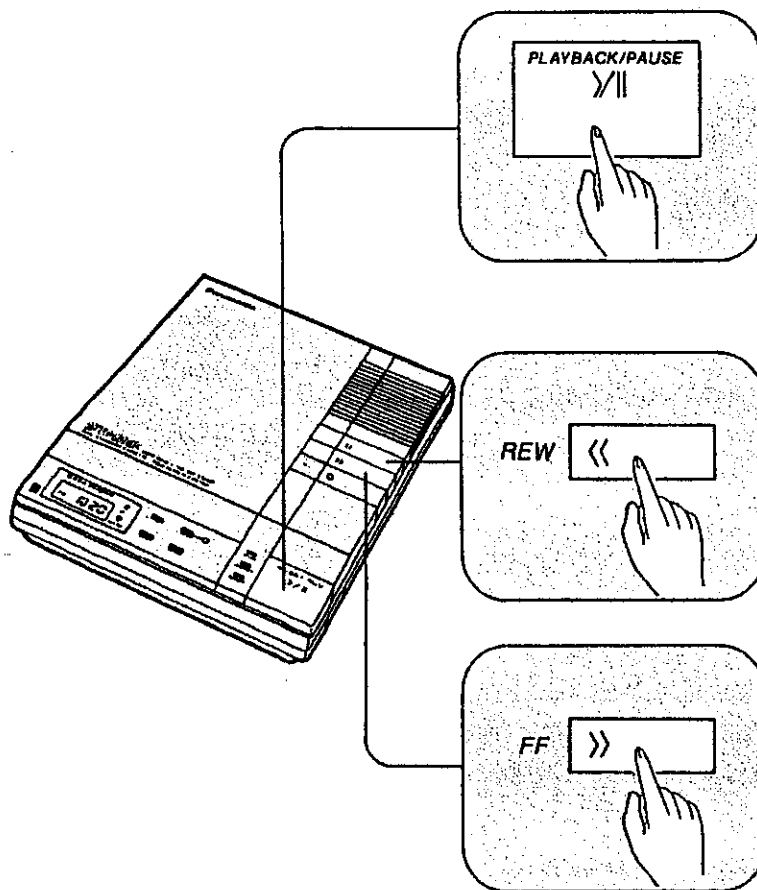


### **1 Press **PLAYBACK/PAUSE**.**

- The playback volume is adjustable using the **VOLUME** control (right side of unit).
- After playing back, "End of final message." will be announced.

- When the Priority Message is recorded, the unit will play back it at first, then the recorded messages will be played back.

## WHILE LISTENING TO THE MESSAGES



To stop the tape temporarily, press **PLAYBACK/PAUSE**.

- The IN USE indicator will flash. The tape will pause until you restart it by pressing the same button again.

To rewind the tape, press **REW**.

To fast forward the tape, press **FF**.

- If you want the unit to stop rewinding or fast forwarding the tape, press the **PLAYBACK/PAUSE** button. The unit will play back the tape from the point you press the button.

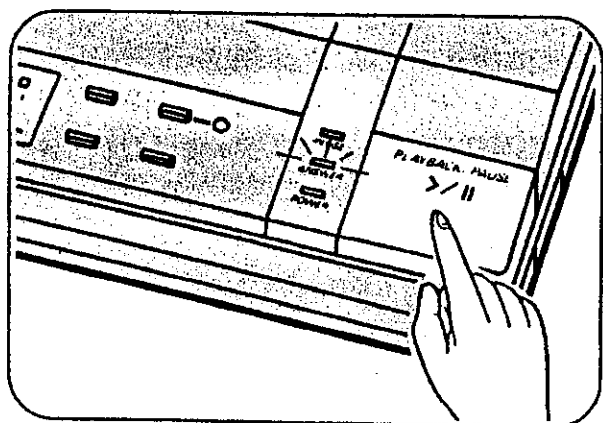
### REPLACING THE TAPE(S)

**Greeting Message tape:** After replacing the greeting message tape, press the OGM (GREETING) PLAY and the REW buttons to reset it.

**Incoming Message tape:** After replacing the ICM tape, press the REW button to reset it.

- The unit will rewind the tape to the beginning, then stop. After 7 seconds, the unit will fast forward the Priority Message area on the ICM tape, then stop.

## RE-PLAYING BACK ALL THE MESSAGES



- 1 Wait until the ANSWER indicator is lit after playing back all the messages.
- 2 Press **PLAYBACK/PAUSE**.
  - The unit will play back all the recorded messages again.

- If you press the PLAYBACK/PAUSE button before the ANSWER indicator is lit by mistake, press the REW button to rewind the tape. Within 7 seconds after rewinding, press the PLAYBACK/PAUSE button to re-play back all the messages.

## AFTER LISTENING TO THE MESSAGES

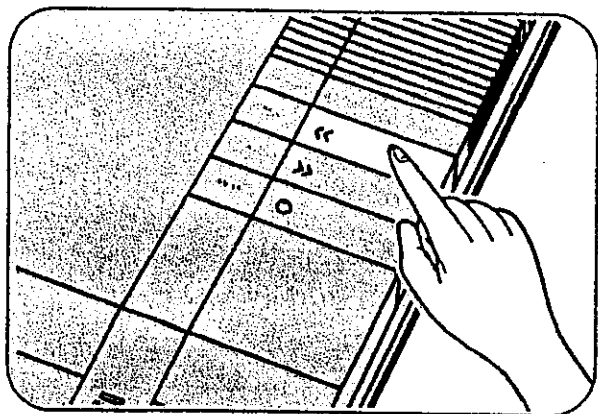
After reviewing the ICM, the unit will automatically reset itself to the Answer mode.

### To Record after the Last Message

Confirm that the LC Display shows "0", then leave the unit as it is.

- The old messages are automatically saved.

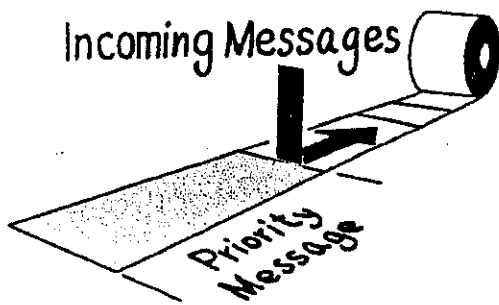
### To Record from the Beginning of the ICM area of the Tape



Press **REW**.

- The unit will rewind and reset the tape. (The Priority Message area will be fast-forwarded.)
- The ANSWER indicator will light, and the unit will be ready for recording incoming calls.
- When the Priority Message has been recorded, it will be reset at the same time and the PRIORITY REC indicator will go out.

# Priority Message

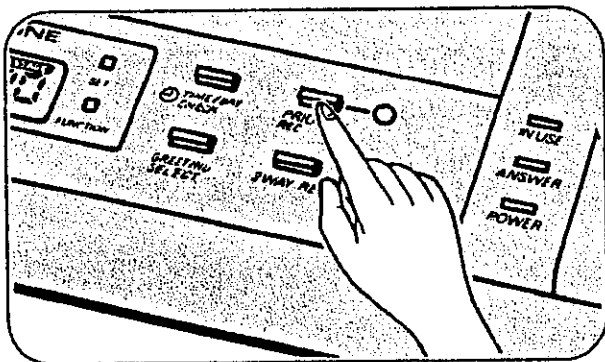


Your family member can leave an urgent message up to 60 seconds at the beginning of the ICM tape as the Priority Message. When you play back from a remote phone, the Priority Message will be played back first, then other messages will be played back.

## RECORDING A PRIORITY MESSAGE

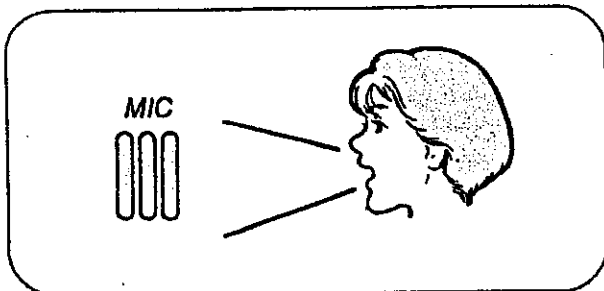
Recording time is up to 60 seconds.

- If you pause for over 2 seconds while recording, you will hear a series of warning tones (6 beeps), LC Display will show "Err", then the unit will rewind the tape. If this happens, start with step 1 again after the unit stops rewinding.



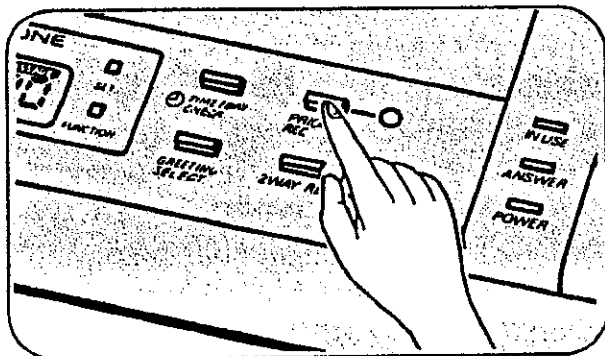
- 1 Press **PRIORITY REC** until a beep is heard.

- The unit will rewind to the beginning of the tape and a long beep will be heard.



- 2 After a long beep, speak **clearly and loudly** approximately 20 cm away from MIC.

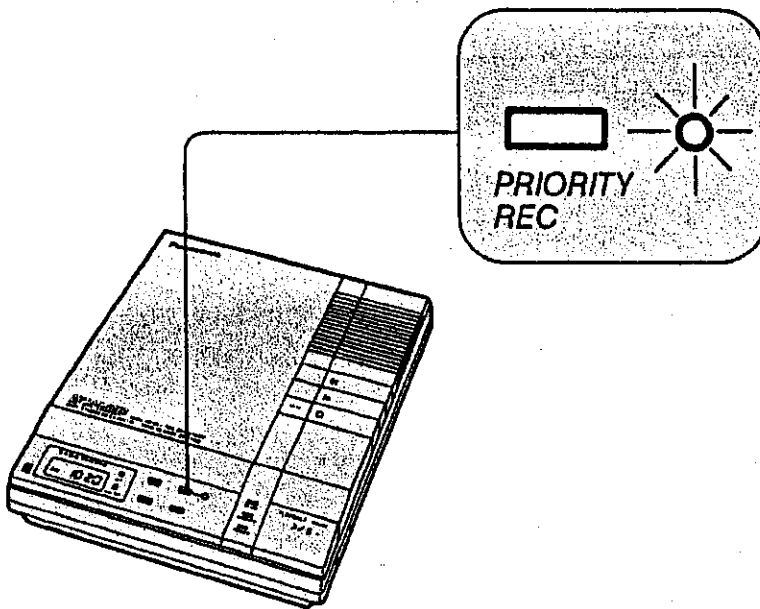
- The IN USE indicator will flash.



- 3 When recording is finished, press **PRIORITY REC** again.

- The unit will rewind the tape and play back the recorded Priority Message automatically.
- The PRIORITY REC indicator will flash.

**NOTE:** Please note that the message counter on LC Display does not count the Priority Message as one, but if you use the remote feature, the voice menu will count the Priority Message.



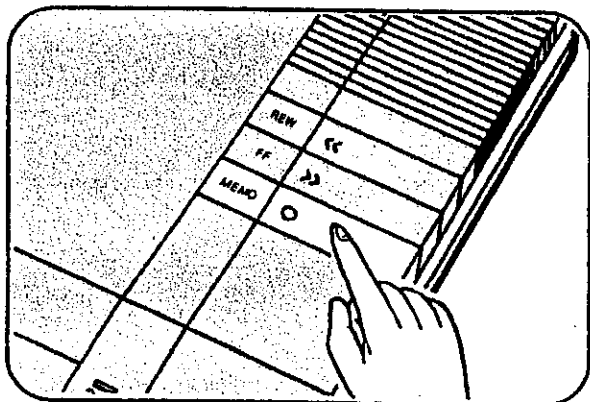
The PRIORITY REC indicator will flash to show a new priority message is recorded.

- When you play back ICM tape from a remote phone, the Priority Message can be heard first.
- One Priority Message can be recorded (up to 60 seconds).
  - To change the Priority Message, follow the procedures on page 19. The previously recorded message will be erased.
  - To record more private messages, follow the procedures of "MESSAGE MEMO" on page 21.
- To play back the Priority Message, press the PLAYBACK/PAUSE button until a beep is heard.

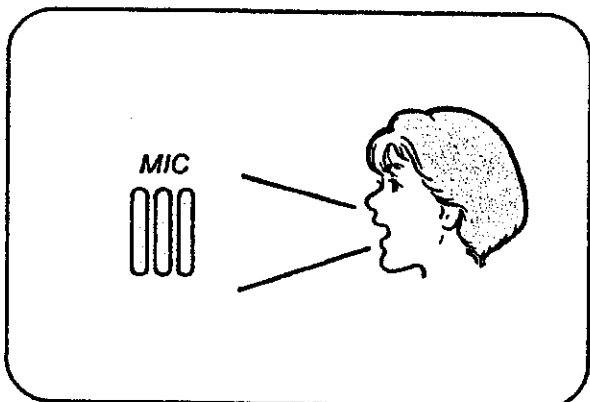
# Other Features

## RECORDING A MESSAGE MEMO

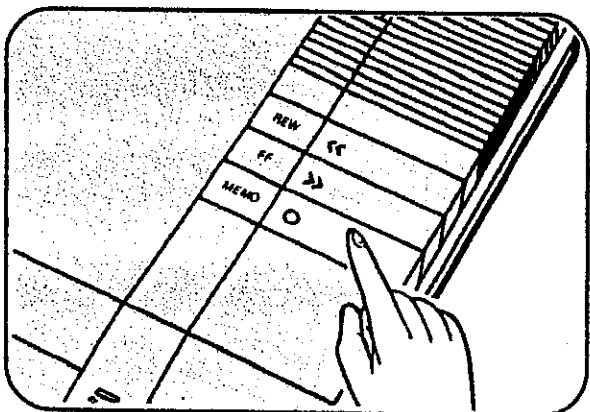
Your family member may record a message memo any time at home on the ICM tape. It will be heard by anyone retrieving messages from a remote phone.



- 1 Press **MEMO** until a beep is heard.
  - The number on the LC Display will increase by one.



- 2 Speak into the MIC.
  - The IN USE indicator will light.

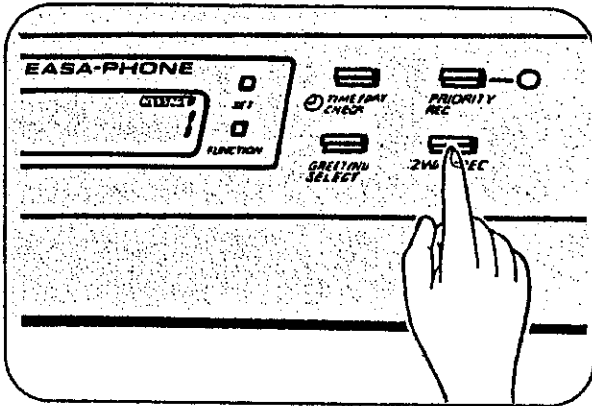


- 3 When you finish recording, press **MEMO** again.
  - The IN USE indicator will go out.
  - The ANSWER indicator will flash to show that your message was recorded.
  - New messages will be automatically recorded after your message memo.

- The recorded message can be played back with other messages by manually or remotely.

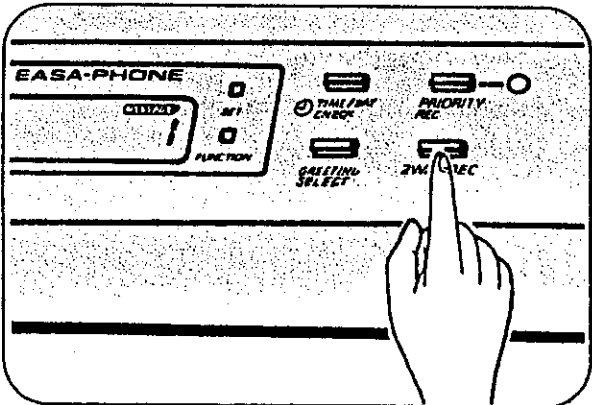
## RECORDING A 2-WAY CONVERSATION (2-WAY RECORDING)

While speaking with someone on the telephone, you can record the conversation.



- 1 While having a conversation, press **2 WAY REC** until a beep is heard.

- The number on the LC Display will increase by one.
- The IN USE indicator will light.
- The ANSWER indicator will light.
- A beep will sound every 15 seconds.



- 2 When you finish recording, press **2 WAY REC** again.

- The IN USE indicator will go out.
- The ANSWER indicator will flash to show that your conversation was recorded.
- The unit will be ready for recording incoming calls.

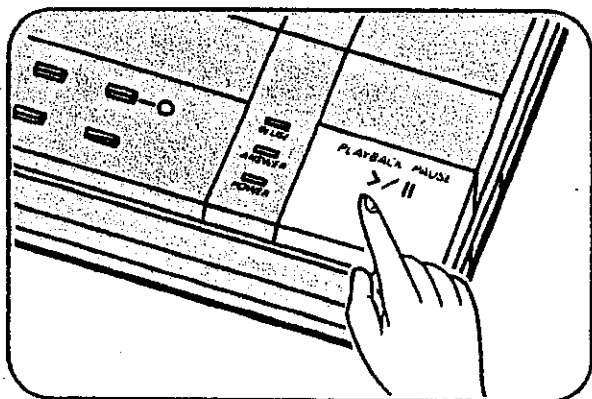
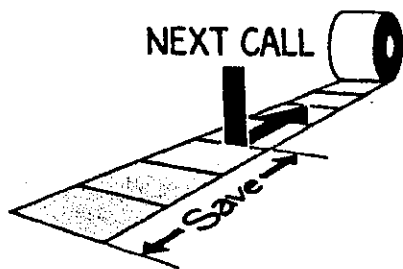


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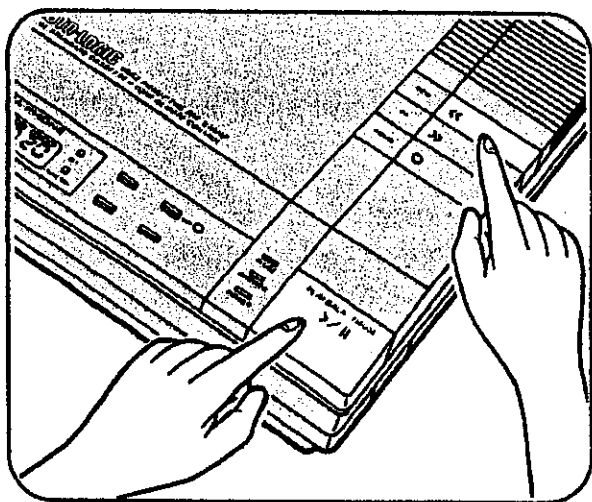
## SAVING THE RECORDED MESSAGES

---

You can save the desired messages.



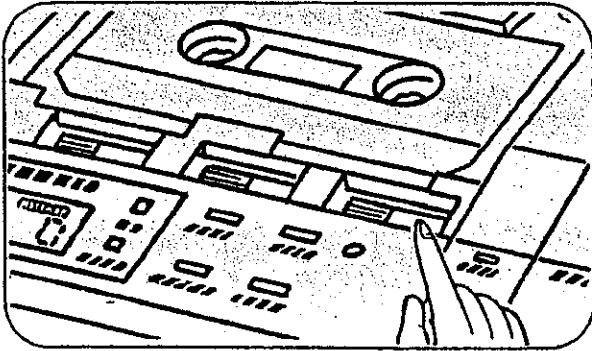
- 1 Play back the tape, then press **PLAYBACK/PAUSE** at the end of the message you want to save.  
(pause mode)



- 2 Press **PLAYBACK/PAUSE** and **REW** simultaneously.
- The IN USE indicator will go out.
  - The ANSWER indicator will light.
  - The LC Display will show "0".

## ERASING THE RECORDED MESSAGES

After you have played back the recorded messages, you can erase them by simply pressing the ICM ERASE button.



1 Press **ICM ERASE** until a beep is heard.

- The unit will erase the recorded messages while the tape is rewinding.
- The LC Display will show "0".

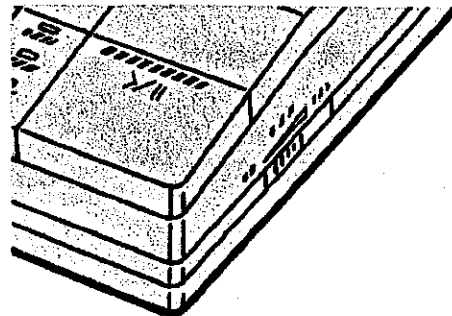
■ If the Priority Message is recorded, it will be erased at the same time.

## MONITORING THE INCOMING CALLS

While an Incoming Message is being recorded, you can monitor it. Then you may choose to lift the telephone handset and speak to the caller directly.

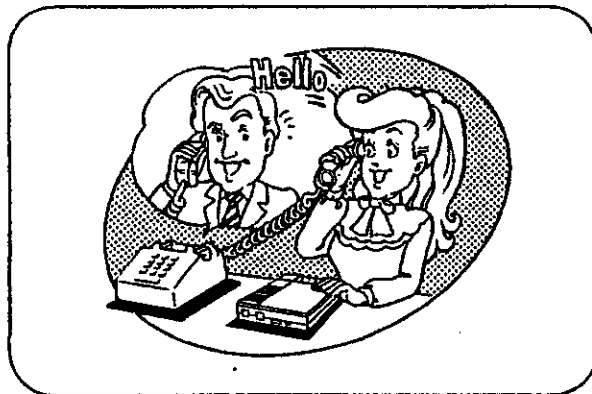


1 Adjust the **VOLUME** control.  
(right side of unit)



2 If you want to talk to the caller, lift the telephone handset and talk.

- The unit will automatically stop recording and will be ready to record the next incoming messages.

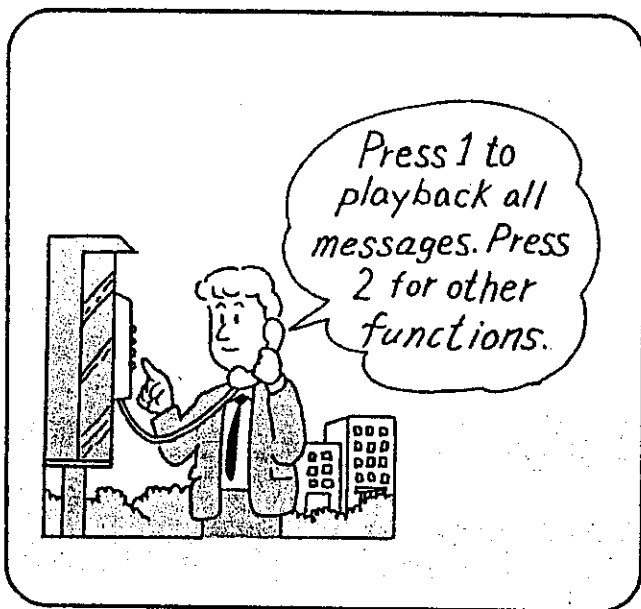


# How to Operate from a Remote Phone

## REMOTE SYNTHESIZED VOICE INSTRUCTION

You can retrieve the recorded Incoming messages from a remote location with tone telephone.

The remote operation is simplified by a synthesized voice that offers you options over the telephone.

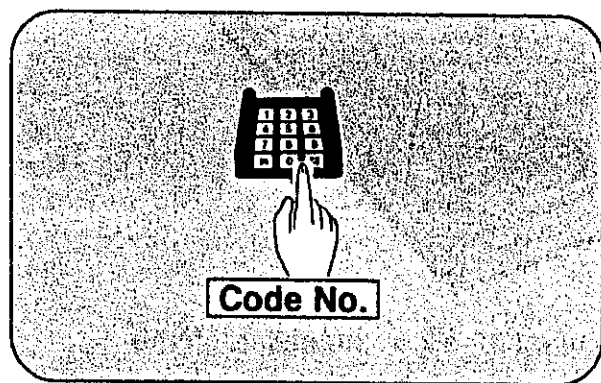


The synthesized voice will give you the direction how to operate your unit from a remote location using a tone telephone.

Without any manuals you can easily access remote operations such as Marker Message.

To operate the unit directly skipping the order of the Voice Menu, see pages 28 through 33.

## GOING INTO THE VOICE MENU

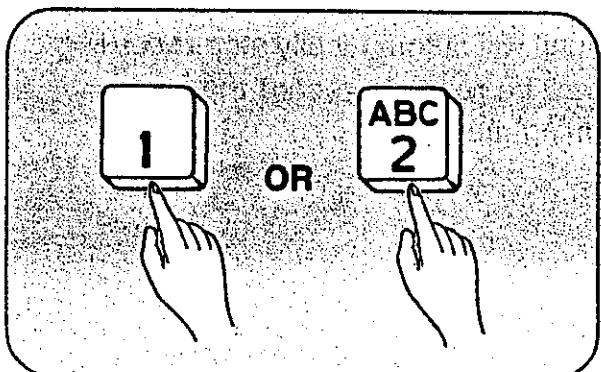


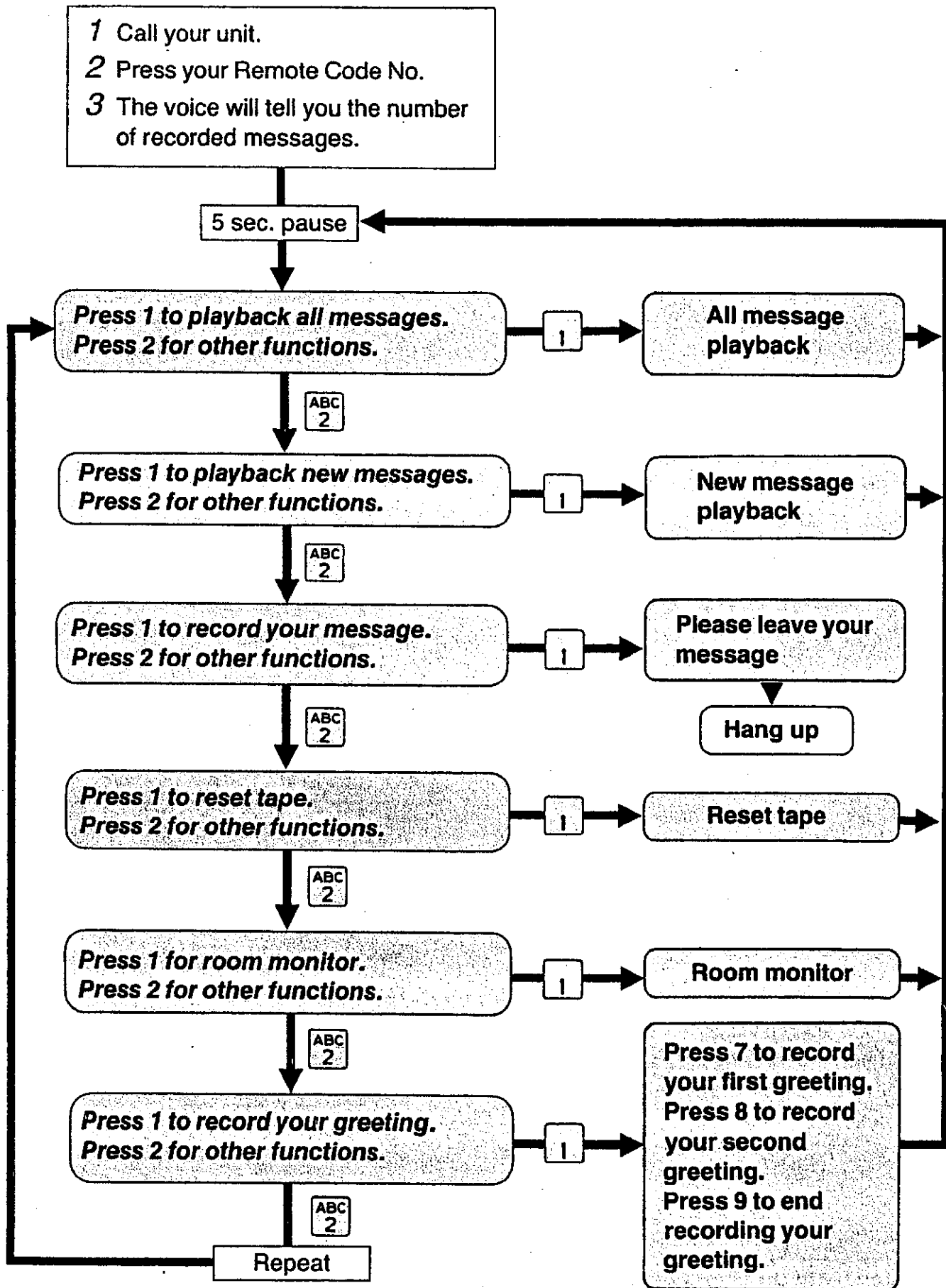
- 1 Call your unit.
- 2 Press your Remote Code No. during the greeting message playback.

- The voice will tell you how many messages you have received.
- Refer to "REMOTE CODE SETTING" on page 8.

- 3 After 5 seconds the unit will go into the Voice Menu. The voice will say; "Press 1 to playback all messages. Press 2 for other functions."

- 4 Press 1 to go into the announced feature or press 2 to proceed to another feature.





■ 5 seconds after you have used each function, the unit will repeat Voice Instruction from the beginning.

## ■ ALL MESSAGE PLAYBACK

The unit will rewind the tape even if the tape is full and play back all the recorded messages.

- After the last message, the voice will say, "End of final message".
- If "End of tape" is announced, the ICM tape is full.
- If you want to operate in succession, wait for 5 seconds. The unit will re-start Voice Menu from the beginning.

## ■ NEW MESSAGE PLAYBACK

The unit will play back the newly recorded messages.

## ■ MARKER MESSAGE

You can leave your index message on the ICM tape.

- 1) Start to talk right after "Please leave your message." is announced.
- 2) When finished, hang up.

## ■ RESET TAPE

The unit will rewind the tape to the beginning.

## ■ ROOM MONITOR

You can screen any sound in the room where the unit is installed for 30 seconds.

## ■ RECORDING GREETING MESSAGE

You can re-record the greeting message remotely. The voice will say; "Press 7 to record your first greeting. Press 8 to record your second greeting. Press 9 to end recording your greeting".

- 1) Press "7".

- Short beeps will be heard continuously until the greeting message tape has been reset and then a long beep will be heard.

- 2) Speak clearly and loudly after the long beep.

- 3) When finished, press "9".

- The new greeting message will be played back. So you can check or amend it.
- If you pause for over 2 seconds while recording, the unit will sound 6 beeps and announce "Record your greeting again." If this happens, repeat from step 1.

## ■ TO REWIND/FAST FORWARD/ RESET DURING PLAYBACK

Press "9" while messages are being played, the voice will say; "Press 1 for backspace, 2 for skip, 3 to reset tape."

- Press "1" or "2": The tape will be rewound or skipped forward for approximately 15 seconds corresponding to playback time.
- Press "3": The unit will rewind the tape to the beginning.

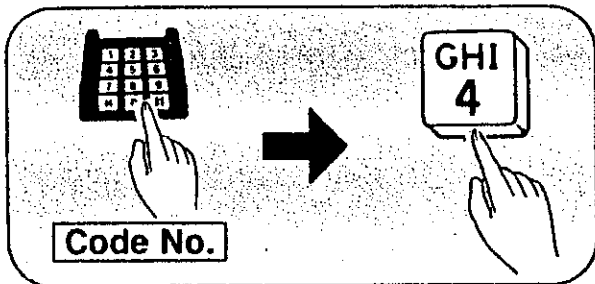
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**You may hang up at any time and the unit will automatically go into the Answer mode. If you hang up without resetting, future Incoming Messages will be recorded after the last message.**

# Direct Remote Operation

## **PLAYING BACK NEWLY-RECORDED MESSAGES (NEW MESSAGE PLAYBACK)**

When you have already heard the messages from a remote phone, you can skip them and **listen to the newly-recorded messages.**



- 1 Press the Code No. during the greeting message.**
- 2 Press "4" right after you hear the synthesized voice telling the number of the recorded messages.**
  - The unit will play back the new messages.
  - Even during the playback of previously heard messages, you can skip them by pressing "4".

- Once the recorded messages are played back, they won't be played back by "NEW MESSAGE PLAYBACK" procedures.

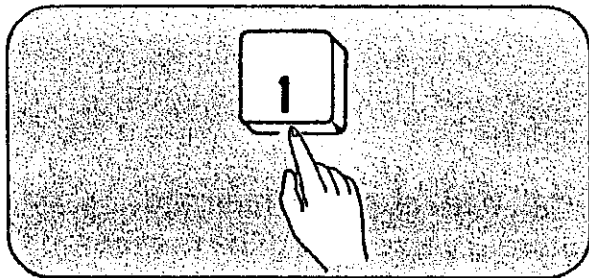
Only newly recorded messages will be played back. To make sure you have retrieved all messages **BY YOURSELF**, we recommend you sometimes play back the ICM by following the procedures of "ALL MESSAGE PLAYBACK".

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## **REWINDING/FAST FORWARDING THE TAPE WHILE LISTENING TO THE MESSAGES**

---

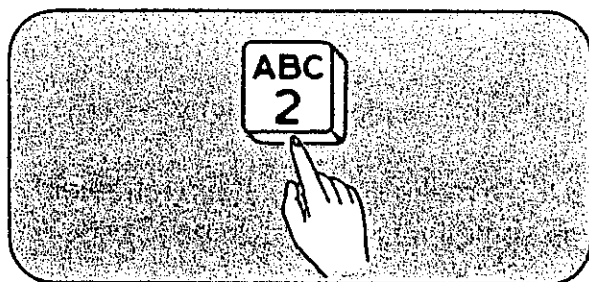
### **To Back Space**



Press "1".

- The tape will be rewound for approximately 15 seconds corresponding to the playback time.

### **To Skip Forward**

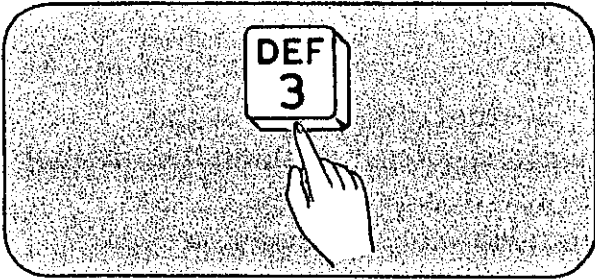


Press "2".

- The tape will be skipped forward for approximately 15 seconds corresponding to the playback time.

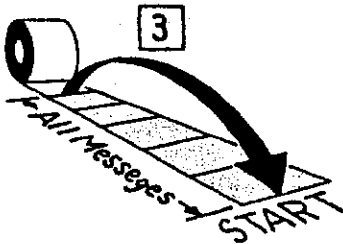
## RESETTING THE ICM TAPE FOR FUTURE MESSAGES

To record new Incoming Messages from the beginning of the tape, **after the recorded messages have been played back or while they are being played;**

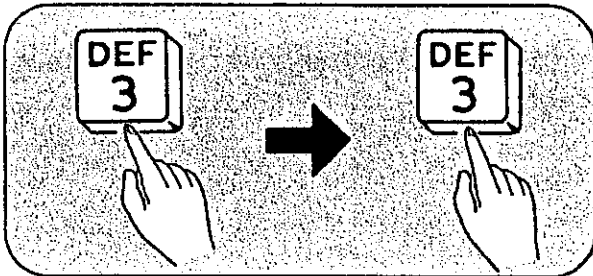


Press "3".

- "Reset tape" will be announced. The unit will rewind the tape to the beginning and a beep will be heard. Then hang up.
- If the Priority Message is recorded, it will be reset at the same time.



### If you have used Memory Playback

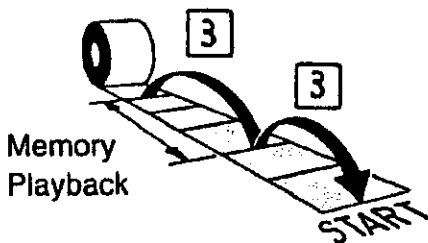


1 Press "3".

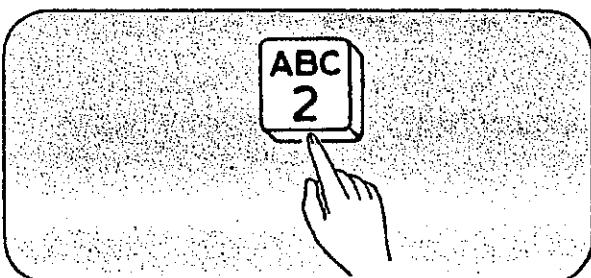
- The unit will rewind the tape to the beginning of **newly-recorded messages** and a beep will be heard.

2 Press "3" again.

- "Reset tape" will be announced and future messages will be recorded from the beginning of the ICM tape excluding the Priority Message area.



### If you have reset the tape by mistake



Press "2" after the tape has been reset ("Skip" will be announced), then hang up.

- The unit will advance the tape to the end of the recorded messages.

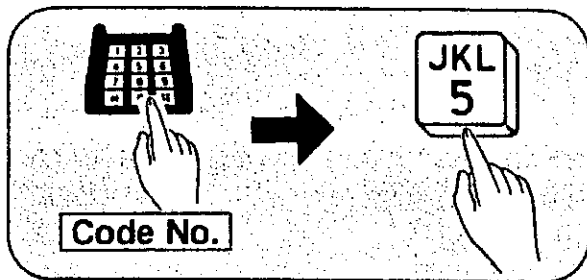


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## MONITORING ROOM SOUND

---

You can monitor sounds in the room where the unit is installed. Call your unit, then;



- 1 Press the **Code No.** during the greeting message.
- 2 Press **"5"** right after you hear the synthesized voice indicating the number of the recorded messages.
  - **"Room Monitor"** will be announced.
  - You can listen for 30 seconds.
  - To listen further, press **"5"** again within 10 seconds of hearing one beep.

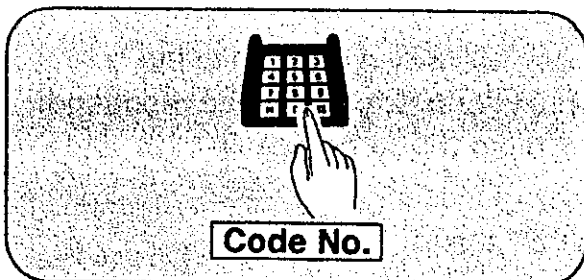
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## CHANGING THE GREETING MESSAGE

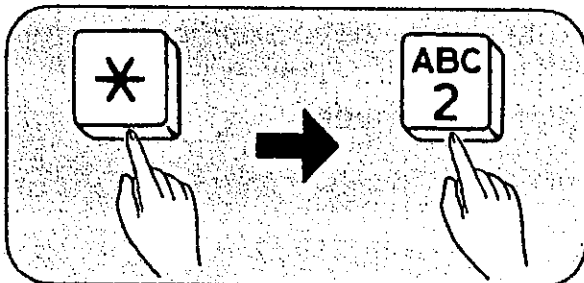
---

You can change your greeting message. Call your unit, then;

### From First Greeting Message to Second Greeting Message



- 1 Press the **Code No.** during the first greeting message.



- 2 Press **"\*"**, then press **"2"** right after you hear the synthesized voice indicating the number of the recorded messages.
  - **"Second greeting"** will be announced.
  - The unit will play back the second greeting message.The second greeting message has now been selected.

### From Second Greeting Message to First Greeting Message

Press **"1"** instead of **"2"** at step 2 of "From First Greeting Message to Second Greeting Message".

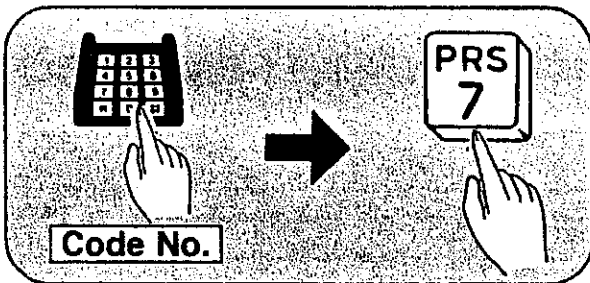
- **"First greeting"** will be announced.
  - The unit will play back the first greeting message.
- The first greeting message has now been selected.

## RE-RECORDING A GREETING MESSAGE

You can re-record greeting messages from a remote phone.

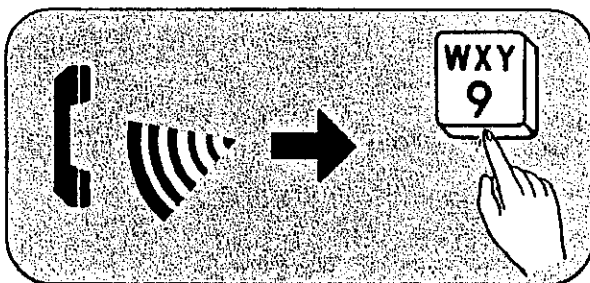
- If you pause for over 2 seconds while recording, you will hear a series of warning tones (6 beeps) and the announcement of **"Record your greeting again."** If this happens, repeat from step 2 within 10 seconds of hearing the beeps.

### Re-recording first greeting message

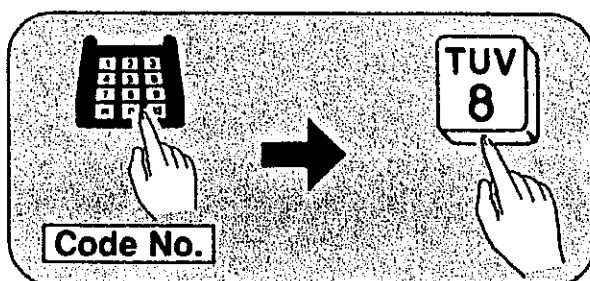


Recording time for the first greeting message is up to 30 seconds.

- 1 Press the **Code No.** during the greeting message.
- 2 Press **"7"** right after you hear the synthesized voice indicating the number of recorded messages.
  - **"Recording your first greeting"** will be announced.
  - Short beeps will be heard continuously until the greeting message tape has been reset, and then a long beep will be heard.
- 3 Speak clearly and loudly after you hear the long beep.
- 4 When recording is finished, press **"9"**.
  - The new greeting message will be played back, so that it can be checked or amended if necessary.

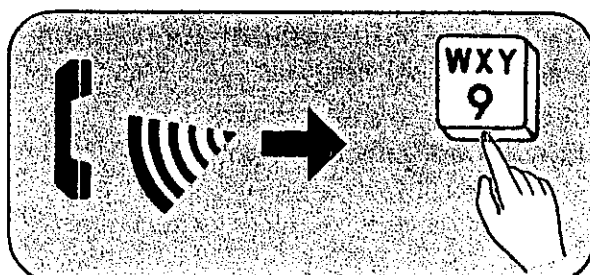


### Re-recording second greeting message



Recording time for the second greeting message is up to the length of the tape minus 30 seconds reserved for the first greeting message.

- Press **"8"** instead of **"7"** at step 2 of **"Re-recording first greeting message"**.
- **"Recording your second greeting"** will be announced.

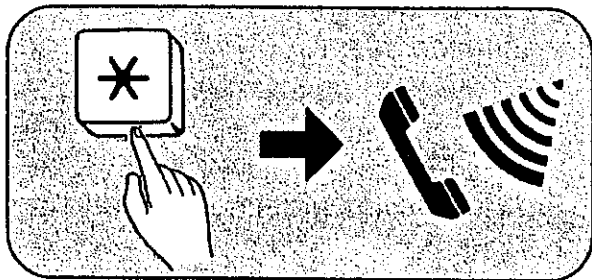


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## SKIPPING THE GREETING MESSAGE FOR ICM RECORDING

---

If you or the caller does not want to hear the Greeting Message, the unit can be switched promptly to the Incoming Message. Call you unit, then;



- 1 Press “\*” during the greeting message.
- 2 Speak clearly and loudly after you hear the long beep to record your Incoming Message.

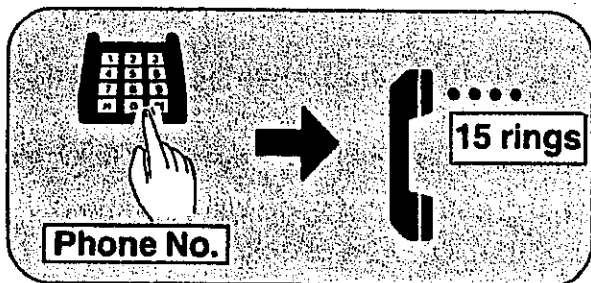
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## SETTING/CANCELING THE ANSWER MODE

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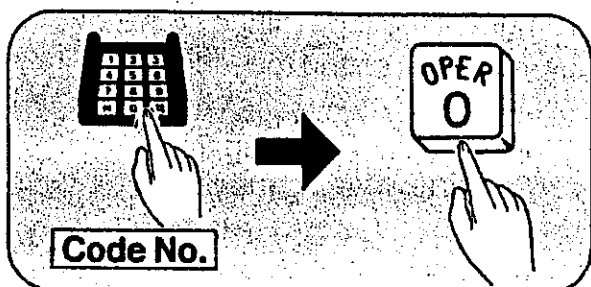
You can easily set or cancel the Answer mode from a remote phone.

### To Set



- 1 Call your unit.
- 2 Wait for **15 rings**, the unit will answer. (You may hang up at this time.)
  - A greeting message will be heard.
  - The unit will be ready for recording incoming calls.

### To Cancel



- 1 Call your unit.
- 2 Press the **Code No.** during the greeting message.
- 3 Press “0” right after you hear the **synthesized voice indicating the number of the recorded messages.**
  - “Turn off” will be announced.
  - The unit will not pick up any calls.

# Troubleshooting Guide

## Problem

## Cause & Remedy

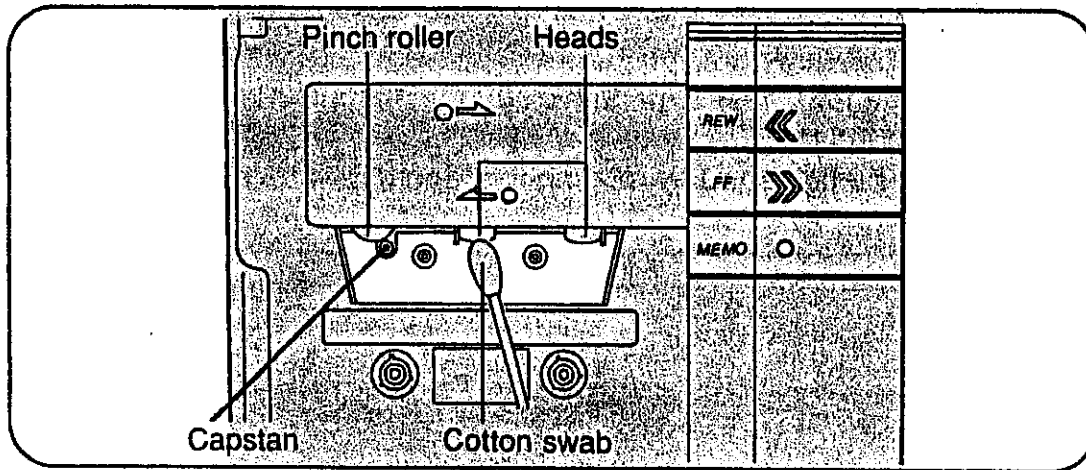
<ul style="list-style-type: none"> <li>•The unit does not work when I press any buttons.</li> <li>•I cannot remove the cassette from the unit.</li> </ul>	<p>Plug in the AC adaptor then switch the power on.</p>
<p>The unit has been set to the Answer mode, but no Incoming Messages are recorded.</p>	<ul style="list-style-type: none"> <li>•The greeting message or ICM cassette is cut or is not inserted. Replace the cassette with a new one.</li> <li>•The greeting message is recorded improperly. Record a new greeting message.</li> <li>•The recording time selector is set to "ANNOUNCE".</li> </ul>
<p>The unit does not function. However, 6 beeps sound and the Call-Counter shows "Err".</p>	<ul style="list-style-type: none"> <li>•Greeting message cassette might be broken.</li> <li>•Clean the heads. (See page 36.)</li> </ul>
<p>While recording a greeting message, 6 beep sounds are heard.</p>	<p>Re-record a greeting message. Speak clearly and loudly, and do not pause for over 2 seconds while recording.</p>
<p>When the greeting message or the ICM tape is played back, the sound level is low, even if the VOLUME control is turned up fully.</p>	<p>Clean the Heads. (See Maintenance instruction on page 36.)</p>
<p>I have played back all the recorded messages and I want to record the next phone call after the last previously recorded message.</p>	<ul style="list-style-type: none"> <li>•Wait for 7 seconds. The unit will be ready to record the next phone call.</li> <li>•In case of remote operation, just hang up.</li> </ul>
<p>I press the button of a remote phone, but the unit does not respond.</p>	<ul style="list-style-type: none"> <li>•Make sure that you are entering your correct Code number.</li> <li>•Record a greeting message in a quiet place.</li> </ul>
<p>Some ICM have not been recorded up to their end.</p>	<p>Set the CPC switch to "B". (See page 7.)</p>
<p>The ICM tape continues to run after a caller hangs up.</p>	<p>Set the recording time selector to "1 MIN". (See page 7.)</p>

# Maintenance

Because the head and capstan assemblies are in contact with the tape, dirt and residue from the tape can easily adhere to these parts, causing distortion. These parts should be cleaned periodically in the manner described below.

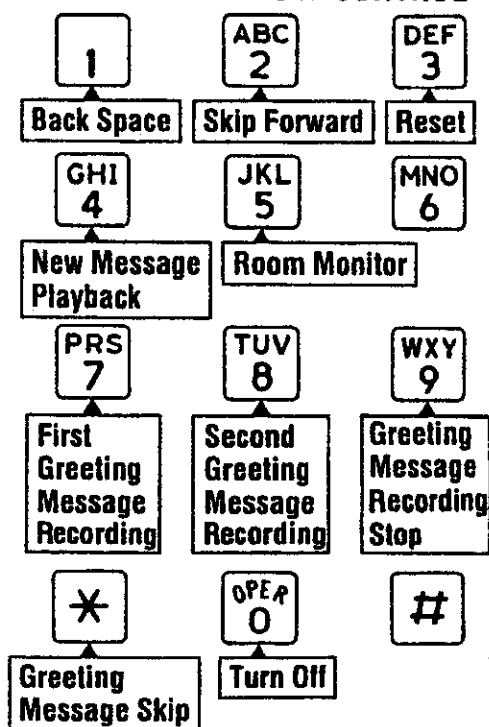
● **Clean the head surface, pinch roller and capstan with a cotton swab.**

If these surfaces are extremely dirty, dampen the cotton swab with alcohol.

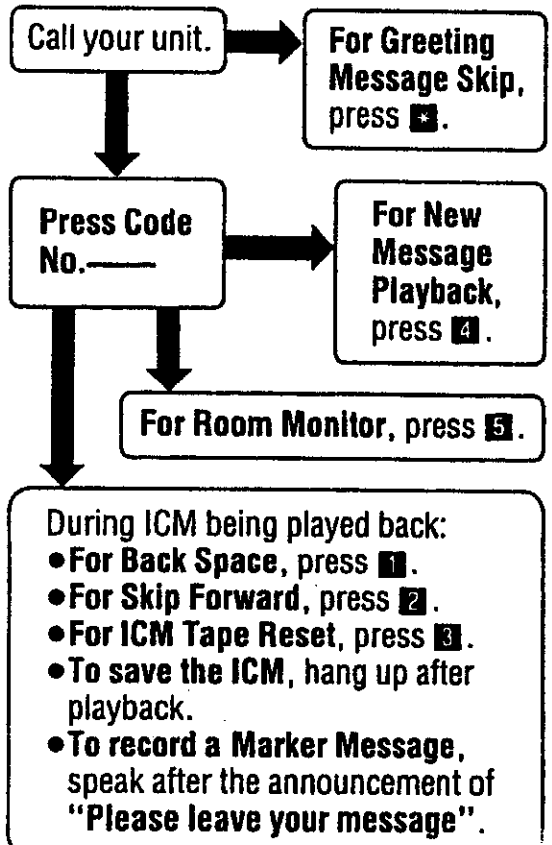


- Do not bring magnetic or metal objects, such as a screwdriver, near the head assemblies, as such objects could magnetize the heads.
- Do not oil any part of the unit.

## FOR TONE REMOTE CONTROL



- When you press a button, press firmly.
- The unit will enter into the Voice Menu mode if you don't press a button.

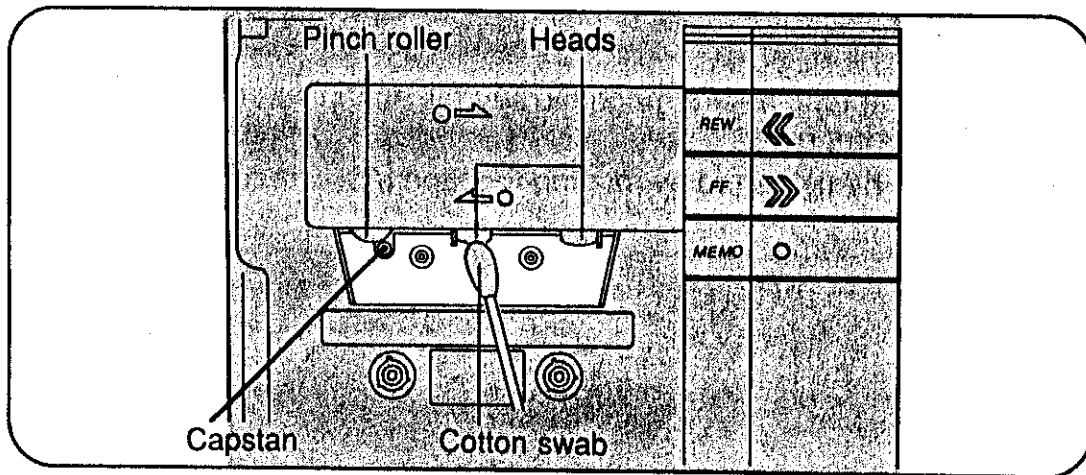


# Maintenance

Because the head and capstan assemblies are in contact with the tape, dirt and residue from the tape can easily adhere to these parts, causing distortion. These parts should be cleaned periodically in the manner described below.

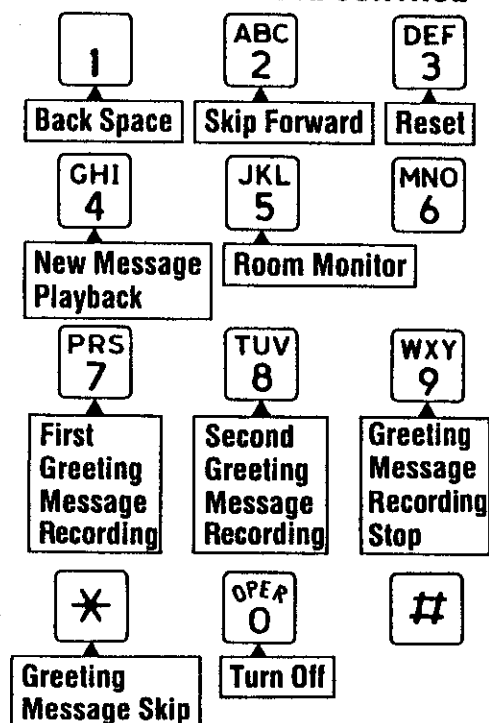
● **Clean the head surface, pinch roller and capstan with a cotton swab.**

If these surfaces are extremely dirty, dampen the cotton swab with alcohol.



- Do not bring magnetic or metal objects, such as a screwdriver, near the head assemblies, as such objects could magnetize the heads.
- Do not oil any part of the unit.

## FOR TONE REMOTE CONTROL



- When you press a button, press firmly.
- The unit will enter into the Voice Menu mode if you don't press a button.

Call your unit.

For Greeting Message Skip, press **1**.

Press Code No. —

For New Message Playback, press **4**.

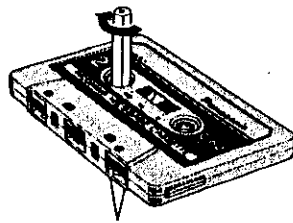
For Room Monitor, press **5**.

During ICM being played back:

- For Back Space, press **1**.
- For Skip Forward, press **2**.
- For ICM Tape Reset, press **3**.
- To save the ICM, hang up after playback.
- To record a Marker Message, speak after the announcement of "Please leave your message".

# Cassette Tape

- For optimum sound quality and performance, we recommend that you re-record your greeting message every three months, use side two after six months and replace the tape every year assuming that the unit answers about ten calls a day.
- Should the Incoming Message cassette tape break or become worn, replace it with a high quality "NORMAL" tape. Use Panasonic (C15 and C30 for greeting message, C60 and C90 for Incoming Message), or other high quality tape. Metal or chrome tape cannot be used.
- Never place a cassette tape near a magnetic source, such as a magnet or a TV set, because it may erase the tape.
- Slack in the tape can be tightened by rotating the tape reel with a pencil, as shown.



Call your unit.

To set the Answer mode remotely:  
Wait for 15 rings. The unit will answer, then hang up.

Press Code No.

To turn off the unit remotely:  
Press **0**, then hang up.

## RE-RECORDING A GREETING MESSAGE

- 1 Press **7** to re-record first greeting message.  
or  
Press **8** to re-record second greeting message.
- 2 Speak after the long beep.
  - Do not pause for over 2 seconds.
- 3 When finished, press **9**.

## CHANGING THE GREETING MESSAGE

- From first greeting message to second greeting message;  
Press **\***, then **2**.
- From second greeting message to first greeting message;  
Press **\***, then **1**.
- The unit will play back the greeting message.

## Others

- If there is any trouble, disconnect the unit from the telephone line and connect a known working phone. If the known working phone operates properly, have your Panasonic unit repaired. If the known working telephone does not operate properly, consult with a telephone company.
- Do not use benzine, thinner, or similar solvents. Do not use abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and television. These noise sources can interfere with the performance of the unit.
- The unit should be kept free of dust, moisture high temperature and vibration, and should not be exposed to direct sunlight.
- Never attempt to insert wires, pins, etc. into the vents or other holes of this unit.

### WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

